

# Model for Improvement (MFI) Walkthrough

## Part 1- 'Thinking' part

1. Identify measurable area(s) for improvement, then record the baseline data.

What area(s) for improvement have you identified		What are some sustainable solutions* to address the issue? <small>* Sustainable solutions: an idea that will address the area(s) for improvement. E.g., changes to standard procedures or reviewing the issue quarterly</small>
1	Area:	Solution 1
	Baseline:	Solution 2
		Solution 3
2	Area:	Solution 1
	Baseline:	Solution 2
		Solution 3

2. Develop IDEAS for possible changes you could implement to assist with achieving your identified area for improvement. A solution that could be incorporated into routine work activities.

What area(s) for improvement have you identified		What are some sustainable solutions* to address the issue? <small>* Sustainable solutions: an idea that will address the area(s) for improvement. E.g., changes to standard procedures or reviewing the issue quarterly</small>
1	Area:	Solution 1
	Baseline:	Solution 2
		Solution 3
2	Area:	Solution 1
	Baseline:	Solution 2
		Solution 3

## Part 2- 'Doing' part (Plan)

3. Input your chosen area(s) for improvement from Part 1.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1 Area:				
2 Area:				
<b>Prediction(s):</b> <i>What outcome would you like to achieve?</i>		<b>Measures:</b> <i>How and where to measure the improvement?</i>		
Area 1:				

4. Select one or more solutions from step 2 for testing the change.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1 Area:				
2 Area:				
<b>Prediction(s):</b> <i>What outcome would you like to achieve?</i>		<b>Measures:</b> <i>How and where to measure the improvement?</i>		
Area 1:				

5. Set up steps related to your chosen solution(s) to implement.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			
<b>Prediction(s):</b> <i>What outcome would you like to achieve?</i>			<b>Measures:</b> <i>How and where to measure the improvement?</i>	
Area 1:				

6. Delegate the person/s responsible for each step.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			
<b>Prediction(s):</b> <i>What outcome would you like to achieve?</i>			<b>Measures:</b> <i>How and where to measure the improvement?</i>	
Area 1:				

7. Set a timeframe for each step.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			
<b>Prediction(s):</b> What outcome would you like to achieve?		<b>Measures:</b> How and where to measure the improvement?		
Area 1:				

8. Set up a measurable, realistic, and achievable goal for each area for improvement.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			
<b>Prediction(s):</b> What outcome would you like to achieve?		<b>Measures:</b> How and where to measure the improvement?		
Area 1:				
Area 2:				

9. Identify how and where the data/information is going to be obtained. Consider where the data is going to be extracted from and/or document which reports from POLAR.

Select one or more of the solutions from Part 1 and design a plan to implement these.				
Area(s) for Improvement	Solution Number(s)	What steps will you take to implement the solution(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			
<b>Prediction(s):</b> What outcome would you like to achieve?		<b>Measures:</b> How and where to measure the improvement?		
Area 1:				
Area 2:				

### Part 3- 'Doing' part (Do, Study, Act)

Part 3 should be completed after the plan implementation.

10. Document any barriers or challenges that were identified. Note if the plan was executed or not.

<b>Do:</b> Was the plan executed? Document any barriers or challenges	
<b>Study:</b> Record, analyse and reflect on the results in the table below	
Area(s) for Improvement	Analysis and reflection on the latest results (Include the impact of working on these areas e.g. practice workflow, staff, patient, etc.)
1 Area: Baseline: Latest Result:	
2 Area: Baseline: Latest Result:	
<b>Act:</b> What is your next step or idea, and how might you apply what you learn?	

11. Input the area(s) for improvement, the baseline data, and the latest results. This section will help document if the improvement was achieved through the comparison of baseline and latest results.

<b>Do:</b> Was the plan executed? Document any barriers or challenges	
<b>Study:</b> Record, analyse and reflect on the results in the table below	
<b>Analysis and reflection on the latest results</b> (Include the impact of working on these areas e.g. practice workflow, staff, patient, etc.)	
<b>Area(s) for Improvement</b>	
<b>1</b>	<b>Area:</b> <b>Baseline:</b> <b>Latest Result:</b>
<b>2</b>	<b>Area:</b> <b>Baseline:</b> <b>Latest Result:</b>
<b>Act:</b> What is your next step or idea, and how might you apply what you learn?	

12. Analyse the collected data and compare it with your prediction for each area. If the outcome was different to the prediction, consider why this may be the case. Include the impact working on the improvements had on, but not limited to, the practice workflow, staff, patients, nurses and GPs.

<b>Do:</b> Was the plan executed? Document any barriers or challenges	
<b>Study:</b> Record, analyse and reflect on the results in the table below	
<b>Analysis and reflection on the latest results</b> (Include the impact of working on these areas e.g. practice workflow, staff, patient, etc.)	
<b>Area(s) for Improvement</b>	
<b>1</b>	<b>Area:</b> <b>Baseline:</b> <b>Latest Result:</b>
<b>2</b>	<b>Area:</b> <b>Baseline:</b> <b>Latest Result:</b>
<b>Act:</b> What is your next step or idea, and how might you apply what you learn?	

13. Consider whether you will adopt, adapt, or abandon your current testing solution(s) and what other solution(s) you want to test next if there are any. Prepare a plan for how you might apply the cycle again.

<b>Do:</b> Was the plan executed? Document any barriers or challenges	
<b>Study:</b> Record, <i>analyse</i> and reflect on the results in the table below	
Area(s) for Improvement	Analysis and reflection on the latest results (Include the impact of working on these areas e.g. practice workflow, staff, patient, etc.)
1 Area: Baseline: Latest Result:	
2 Area: Baseline: Latest Result:	
<b>Act:</b> What is your next step or idea, and how might you apply what you learn?	

14. Document the MFI completion date and practice staff name who completed the MFI.

**MFI End Date:** [Click or tap to enter a date.](#)    **MFI Completed By (Practice Staff Name):**

**It is time to start a new plan by repeating steps 1 to 9**

**For any further assistance in completing an MFI, please contact your CQI officer or email to [cqisupport@swsphn.com.au](mailto:cqisupport@swsphn.com.au)**